TO ACCESS YOUR EXCHANGE MAIL FOLLOW INSTRUCTIONS LISTED BELOW:

You must have a 128-bit encryption version of either Netscape 4.7x or Internet Explorer 4.0x/5.5. Failure to have either one of these installed will cause your attempted connection to fail.

1. With your home PC or notebook PC, establish an Internet connection. This may be done thru your local, regional, or nationwide Internet Service Provider [ISP] or through TSACS IF you have a TSACS account.

2. Start your browser. This will work for either Internet Explorer or Netscape Navigator/Communicator, provided you have the proper version (noted above):

3. In the **address** box of your Internet Browser, type in:

https://dasmthfwa001.amedd.army.mil/exchange

Be sure not to forget the "s" in it as noted above. It seems like a small difference but if you do not use "**https**" your browser will not be able us use a secure socket to do your email and the connection will fail.

4. If is the first time you have done this, you will see a popup box that asks you to accept the certificate. Accept it forever [until it expires] and just accept and step thru the next screens that appear. This will allow a secure [encrypted] session between you and the email server.

5. Once that is done, you will get the gold background screen with one LOG ON box. Type in your ALIAS [or in this case, simply your network login name] and follow the directions just under the box.

6. Once you do that, another pop up box will appear. It asks for your username and password. Use your current login name, again, except you must precede it with CEN, for example: **CEN\yourloginname**   and then just type in your regular password below that, and hit ENTER. Once you do that, you will be at the OUTLOOK WEB ACCESS screen. It is not as full featured as regular OUTLOOK, but will allow you to do your email functions on the road. You may also set up the "out of office" attendent (which will automatically reply to incoming messages that you are out of the office).

That's all there is to it.